



# United States Department of the Interior

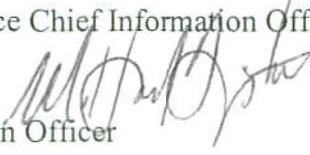
OFFICE OF THE SECRETARY  
Washington, DC 20240



MAY 26 2006

## Memorandum

To: Bureau and Office Chief Information Officers

From: W. Hord Tipton   
Chief Information Officer

Subject: Supplement to the Fiscal Year 2006 (FY 2006) Annual End-user Federal Information Systems Security Awareness Training

As mandated by the Office of Management and Budget (OMB) memorandum M-03-18 OMB M-03-18, Implementation Guidance for the E-Government Act of 2002 and the President's Management Agenda (PMA) requirement to implement a government-wide E-Training solution, the Department has implemented through the Office of Personnel Management's E-training initiatives the enterprise-wide online Learning Management System (LMS) DOI Learn.

This memorandum provides supplemental guidance and information to the CIO memorandum, Fiscal Year 2006 (FY 2006) Annual End-user Federal Information Systems Security Awareness Training, dated March 10, 2006.

As use of the DOI LEARN system increases, the DOI LEARN Program Office has identified specific challenges to meeting the bureaus' training needs in an efficient and user-friendly manner. In an effort to improve the overall training experience and to accommodate the varied network environments spread throughout the bureaus, we have taken the following actions:

1. The FY 2006 Federal Information Systems Security Awareness course has been modified to improve ease of use for DOI employees. The updated course features a modified "Exit" button and improved navigation ability.
2. In coordination with the DOI LEARN Implementation Team, the recommended minimum workstation configuration is provided as an attachment to this memorandum for optimal performance during the use of DOI LEARN.

The following sections outline the new course implementation plan and departmental guidance on the recommended minimum workstation configuration.

### **Implementation Plan**

The improved course titled, “FY 2006 Annual Federal Information System Security Awareness Training” will be implemented and available for use on June 5, 2006. In preparation for this migration DOI Learn Managers in coordination with the Bureau IT Security Managers (BITSMs) shall:

- Inform any employee that has started but “not completed” the current version of the course on DOI LEARN to **finish the current version** of the training course no later than **June 2, 2006, at 5:00 p.m. Eastern Standard Time**.
- Inform employees that any training not completed on the current course by June 2, 2006, at 5:00 p.m. Eastern Standard Time, **will have to be retaken using the updated course**.
- Inform employees that have completed the current version of the training that they will not be required to retake the new version.
- Ensure that alternate means of training (CD-ROM or paper copy) are made available for any user who is unable to complete the training online due to system outages or technical complications.

### **Recommended System Configuration Settings**

The recommended system configuration and browser settings are attached to facilitate the ease of use of the DOI LEARN System. Bureau Chief Information Officers (CIOs) and BITSMs shall:

- Ensure that a risk-based decision is made, approved and documented prior to implementation of the configuration settings, where the recommended configuration varies from the bureau baseline.
  - The LMS depends on virtual machine technology to enable training courses to operate properly.
  - The minimum requirement for DOI Learn is Java version 1.20 and JavaScript 1.0 or higher.
  - Bureaus are responsible for assessing potential security risks or incompatibility issues having adverse operational impact resulting from the installation of Java and use of JavaScript on existing IT Systems. Where incompatibility exists, bureaus may opt for a higher version of Java or use alternate means of training via CD-ROM or paper copy.
- Ensure that the IT administrators and IT services groups are aware of the recommended configuration settings and informed regarding each bureaus change management processes and procedures.

The updated course will take approximately one (1) hour to complete. Users will be able to exit and return to any sections not completed. Please note that users will be required to answer **all test questions at the end of the course**. A score of **75%** is needed to qualify for a certificate of completion. All personnel with access to DOI IT Systems are required to complete training no later than **July 31, 2006**.

If you have any questions concerning this issue, please call me at 202-208-6194. Staff may contact Ms. Mikki Smith at 202-208-3317 or their bureau DOI LEARN Managers. Technical issues related to DOI LEARN or the security training course can be directed to the DOI LEARN **help desk** via email at [govsupport@geolearning.com](mailto:govsupport@geolearning.com) or by phone at **888-722-3647**.

Attachment

cc: Bureau IT Security Managers

**DOI LEARN**  
**MINIMUM WORKSTATION CONFIGURATION AND IE BROWSER SETTINGS**

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## **Before You Access DOI LEARN**

The steps for changing your browser settings should be used on every computer that you intend to use to access DOI LEARN. Before you access DOI LEARN, you will need to make adjustments to your computer to optimize its performance while using the application.

***This document will show you how to:***

- Check Internet Explorer 6.0 for Cookies and Scripting,
- Add DOI LEARN URL to the trusted sites area,
- Disable your Pop-Up blocker for the DOI LEARN site,
- Clear the Cache Using Internet Explorer 6.0,
- Configure your browser e-mail client, and
- Adjust your monitor resolution

**First, the DOI LEARN minimum requirements:** A number of the configuration settings contained in this document may require administrative rights to enable. Please contact your office's IT Help Desk to assist you with these settings prior to beginning.

### **MINIMUM SYSTEM REQUIREMENTS**

- High speed Internet Connection (DSL, cable, ISDN 128)
  - Employees in remote areas with dial-up internet connectivity are recommended to take the paper or CD version of mandatory courses.
- Platform(s): Windows 9x/NT/ME/2000/XP, Mac, Linux and UNIX
- Browser: Internet Explorer 5.0 (or greater), or Netscape 6.01
- Flash 6.0 or greater plug-in
- Adobe Acrobat Reader 5.0 (or greater)
- Cookies, Java, and JavaScript Enabled (must support Java version 1.20 or higher and JavaScript 1.0 or higher)
  - Only one version of Java Virtual Machine should be enabled at a given time.
- 800 x 600 resolution at 32-bit color depth
- Audio card
- 233MMX megahertz minimum, 300MMX megahertz recommended
- 32 MB RAM minimum, 64 MB RAM recommended
- 25-50 MB of available disk cache space

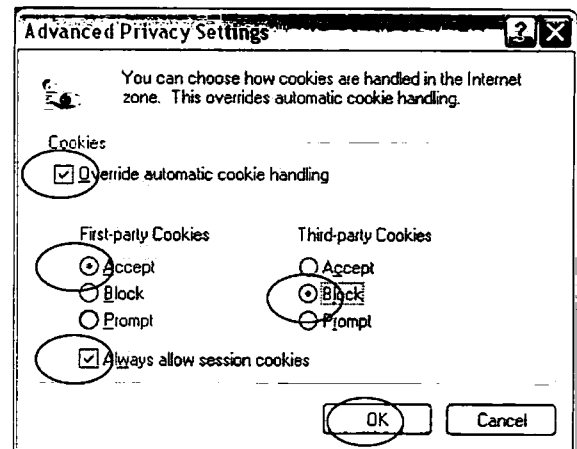
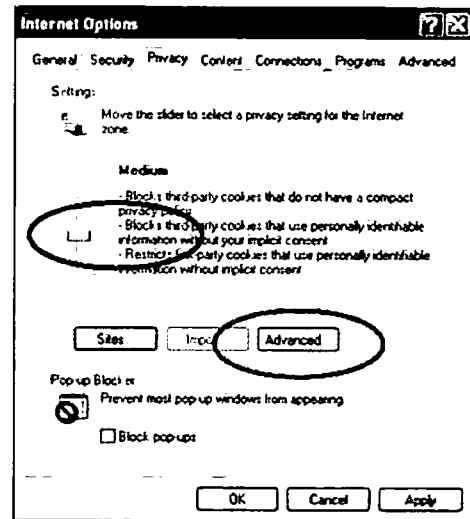
\*Some courses and features may require special multimedia plug-ins and players (see Plug-in Installation Center in DOI LEARN), or require specific operating systems, browsers and java.

## DOI LEARN

### MINIMUM WORKSTATION CONFIGURATION AND IE BROWSER SETTINGS

#### A. Check Internet Explorer 6.0 for Cookies

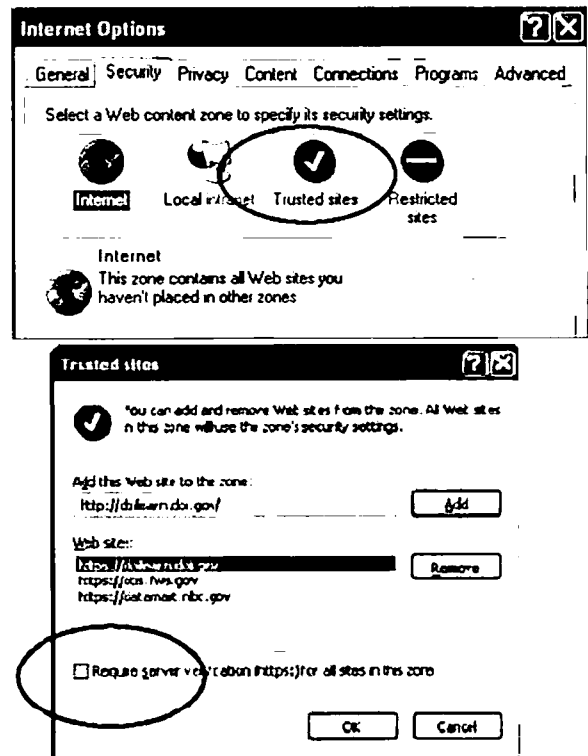
1. Open your Internet browser
2. Under the **Tools** menu, select **Internet Options**.
3. Click the **Privacy** tab located on the top of the window.
4. Move the slider to **Medium**. If no slider exists, click the **Default** button.
5. Click the **Advanced** button.
6. Check the **Override automatic cookie**
7. Check the radio buttons to **Accept First-party Cookies** and **Block Third-party Cookies** and **Always allow session cookies**.
8. Click **OK** to return to the **Internet Options** Box and **leave Internet Options Box Open**



## DOI LEARN MINIMUM WORKSTATION CONFIGURATION AND IE BROWSER SETTINGS

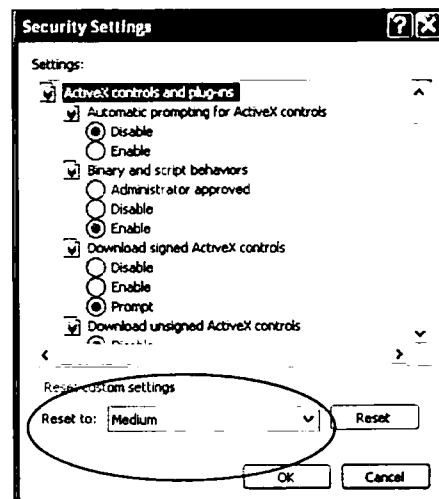
### B. Add the DOI LEARN URL to the Trusted Sites zone.

1. Click the **Security** tab.
2. Click the **Trusted Sites** icon.
3. Click the **Sites** button.
4. Uncheck the "Require server verification (https)..." check box.
5. Under Add this Web site to the zone type the following web address:  
https://doilearn.doi.gov : Click **ADD**  
then type: http://doilearn.doi.gov Click **ADD**
6. Recheck the "Require server verification (https)..." check box.
7. Click the **OK** button, Don't Close the window.



### C. Check Internet Explorer 6.0 for Scripting

1. From the **Security** tab Click the **Trusted Sites** icon
2. Click the **Custom Level** button.
3. In Security Settings dialog box, in the **Reset to** drop-down, select **Medium**.
4. Click the **Reset** button.
5. At the prompt, click **Yes** to confirm the change.
6. Click **OK** to return to the **Internet Options Box** and leave Internet Options Box Open



**Note:** Please ensure that your settings apply to your Trusted DOI Learn sites **only** and not to the Internet in general.

## DOI LEARN

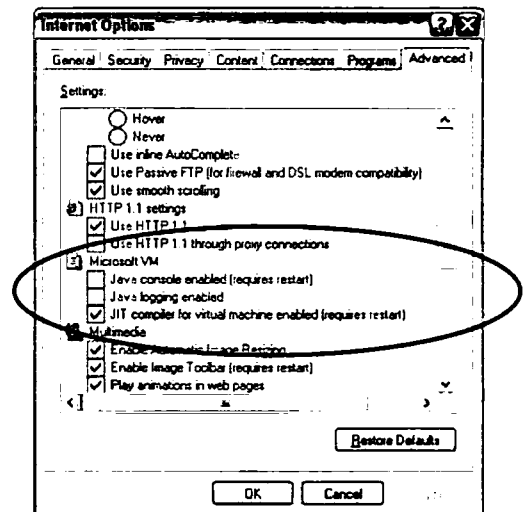
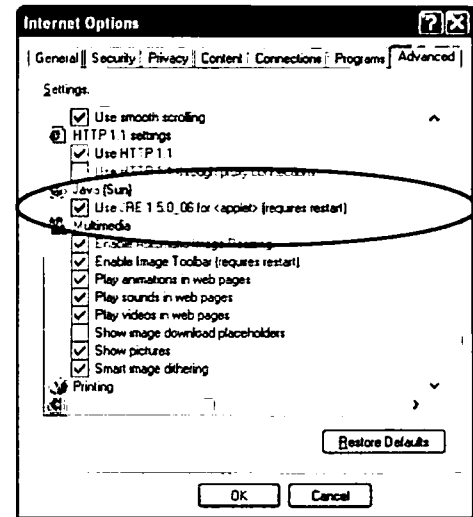
### MINIMUM WORKSTATION CONFIGURATION AND IE BROWSER SETTINGS

#### D. Check Internet Explorer Java VM is Enabled

1. Click on the **Advanced** tab located on the top of the window.
2. Scroll down the list of configurations to the **Java (Sun)** section.
  - a. If the configuration box beneath it does not contain a checkmark then click the box to enable "Use JRE 1.5.xx for <applet> (requires restart)"
3. If there was no section titled Java (Sun) scroll down to the **Microsoft VM** section.
  - a. Click the box to enable "JIT compiler for virtual machine enabled (requires restart)".
4. If neither Java (Sun) nor Microsoft VM sections were found then an appropriate Java Virtual Machine will need to be installed on your computer. To do so, go to [http://java.com/en/download/windows\\_xpi.jsp](http://java.com/en/download/windows_xpi.jsp), and download Java.

**NOTE:** Government computers may require administrator rights to download Java.

5. If both **Java (Sun)** and **Microsoft VM** are installed make sure all boxes are unchecked under the Microsoft VM heading and the single box *is* checked under **Java (Sun)**.
6. Leave Internet Options window open for next steps.

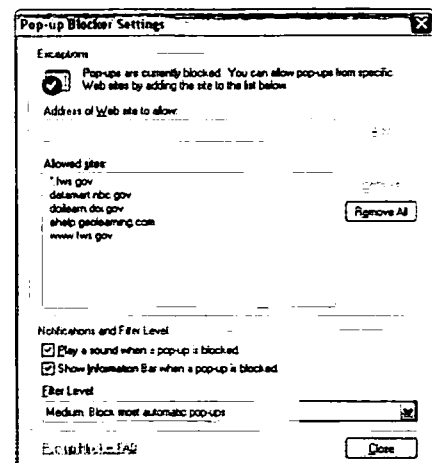
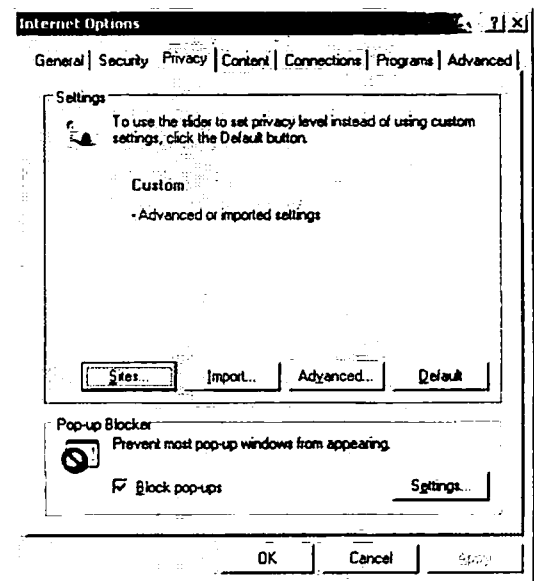


## DOI LEARN MINIMUM WORKSTATION CONFIGURATION AND IE BROWSER SETTINGS

E. If you have the Internet Explorer Pop Up Blocker enabled please disable Pop-ups for the DOI LEARN site

1. Click the **Privacy** tab.
2. In the Pop-up Blocker section of the window, Click the **Settings** button.
3. Type <https://doilearn.doi.gov> in the 'Address of Web site to Allow' field
4. Click **Add**.
5. Click **Close** to save your settings.

**Note:** If you have additional internet toolbars (i.e. Google or Yahoo!), please be sure to disable the Pop Up Blocker within the tool bar.





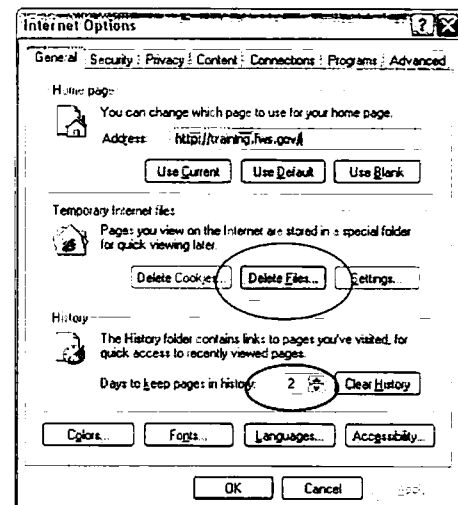
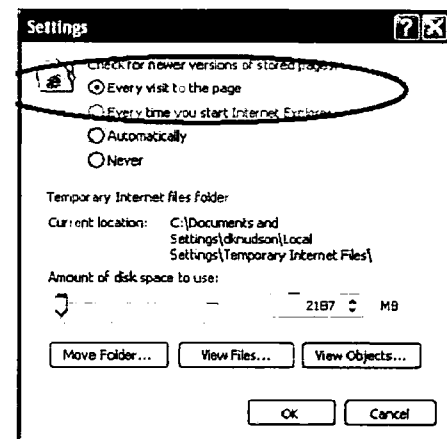
## DOI LEARN MINIMUM WORKSTATION CONFIGURATION AND IE BROWSER SETTINGS

### F. Keep Cache Cleared – change your settings

If the system is very slow or locks when trying to launch an application or course, you may need to clear your content cache.

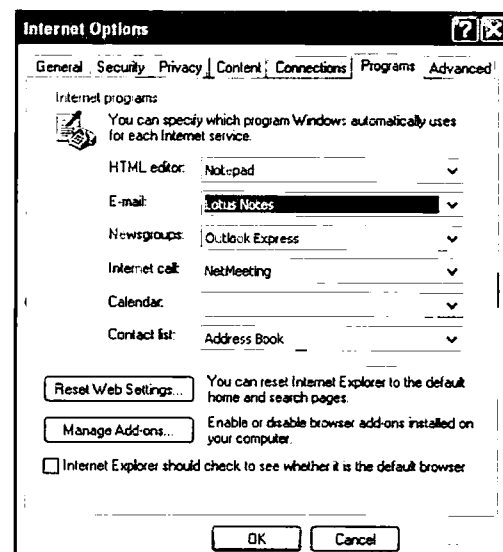
#### To Clear the Cache Using Internet Explorer 6.0

1. Click the **General** tab.
2. Under the Temporary Internet files section, click the **Settings** button.
3. In the settings dialog box, select the **Every visit to the page** option.
4. Click the **OK** button.
5. Under the Temporary Internet files section, click the **Delete Files** button. You can check the "Delete all offline content" if you wish.
6. Click the **OK** button. You may see an hourglass to wait for this step to complete. It may take a few minutes if you've never done this before.
7. Under the History section, set the **Days to keep pages in history** to 2.



### G. To Set Your Browser E-mail Client

1. Click the **Programs** tab.
2. Click the drop-down arrow after **E-mail**. Chose the appropriate email client.
3. Click **Apply**. (if already set correctly, skip this step)
4. Click **OK** to close the Internet Options box
5. Exit Internet Explorer.



## DOI LEARN

### MINIMUM WORKSTATION CONFIGURATION AND IE BROWSER SETTINGS

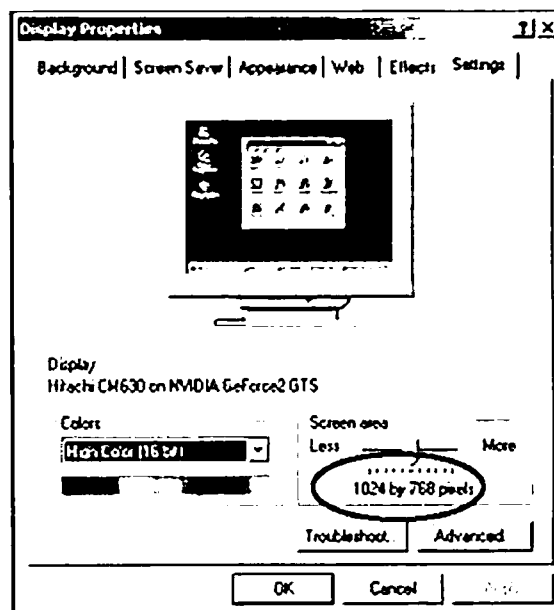
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#### H. Adjust Your Monitor Resolution –

**Note:** This is an optional step and will apply to your entire system. If your settings are set higher than the resolution below – do not change your settings.

1. Minimize any open windows.
2. Right click on your computer desktop.
3. Select **Properties**.
4. In the Display Properties dialog box, click on **Settings** tab.
5. Adjust slider to 800 x 600 resolution.
6. Click **Apply** then **OK**.
7. Launch Internet Explorer.

**Note:** If the minimum resolution setting causes an inconvenient amount of scrolling, you can change the setting to: 16 bit color, 1024 X 768 for Explorer or 1024x768 for Netscape.



Now you're ready. This should help you avoid any technical difficulties using DOI LEARN. Thank you for time and attention!